



5.4.2009 Audit Committee Meeting Minutes

To: Kristi Tomey, Audit Committee Chairman

From: Chris Compton, Secretary

CC: Sterling Cheatham
Debra Mack
Allison Collins
Bryon Dorey

Date: May 4, 2009



Call to order:

Kristi Tomey, Audit Committee Chairman, brought the meeting to order at 11:30am on 5.4.09 in the Lord Spencer Conference Room.

Summary of Action Items:


1. Updating City Council Travel Approach.

- Council members were asked to complete and return their City Council Travel Policy Audit Committee Survey or provide their comments to Sterling Cheatham by Monday, May 18.
- Elements of policies used by other cities were shared.
- (Council members liked the idea of having a generic travel packet that would help them manage their travel documents and receipts while traveling.)

2. Recommended City Council Budget for Fiscal Year 2009-2010.

- The budget was prepared by Dawn Grants was reviewed which includes a 15% reduction.

3. Request to Extend Independent Audit Contract.

- Debra Mack reviewed the recommendation to extend for one year the Independent Audit Contract.
 - The City of Wilmington has been using the same Audit firm since 2001.
- 

- This is the last year that Cape Fear Public Utility Authority (CFPUA) water/sewer assets will be on the City books. The same firm is desirable for this year, as they are familiar with these complex transactions.
- In late December, 2009, a new vendor RFP will be sent out for the 2010 audit season. The fee for this new vendor will be separated from their performance and skill levels.
- A new Independent Auditor will be appropriate at this time, as the CFPUA assets will all be off the City's books.

- a. Ron Sparks motioned to approve the new vendor RFP plan as listed above, which separates fee and performance levels.
- b. Margaret Haynes seconded the motion.

4. City of Wilmington's Federal Red Flag Rules.

- Implementation was reviewed.
- The City is fully in compliance, thanks to policy in place and web-based training.

5. Determine next Committee meeting date.

- The next meeting of the Audit Committee will be Monday, June 1, 2009, after the Appointment Committee Meeting.
- Topics will include:
 - a. Travel Policy
 - b. Petty Cash Annual Audit Report Results

Adjournment:

The meeting was adjourned at 12:00 noon.